COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 10-2, *Readiness*. It establishes policies and procedures for the recall of personnel and dissemination of information and describes the related Crisis Action Team (CAT) activated for emergency situations, contingencies, or related exercises. This regulation supports the AETC War and Mobilization Plan (WMP) and other emergency plans and requirements. It applies to all organizations assigned or attached to Maxwell/Gunter Annex.

1. General Instructions.

1.1. The AETC WMP outlines the wartime missions for Air University (AU) and the 42d Air Base Wing (42 ABW). Wartime functions include support of United States Air Force operational elements: survival, recovery, and reconstitution of AU (including 42 ABW) resources; aircraft support for operational commands; response for personnel augmentation and educational and training support; and deployment of selected personnel. To carry out this mission, personnel must be able to be recalled on short notice during duty and non-duty hours. The recall plan is developed for this purpose and may also be used to pass time-critical information.

1.2. The AU/CC or a designated representative directs the 42 ABW Command Post (42 ABW/CP) to initiate the AU Pyramid Recall Plan and determines when it is appropriate to alert or recall the AU Staff and AU schools.

1.3. The 42 ABW/CC or a designated alternate directs 42 ABW/CP to initiate the 42 ABW Pyramid Recall Plan when deemed appropriate.

1.3.1.   Unless explicitly exempted by the 42 ABW/CC or their unit commander, all 42 ABW Unit Control Centers (UCCs) will automatically activate for all Message 4, 4a, or 5 Recalls, and for Message 3 Recalls as directed during the recall (See attachment 2).

1.3.2.   Additional Maxwell/Gunter Annex associate and/or tenant units are recalled on a case-by-case basis as the situation dictates.

1.3.3.   The 42 ABW/CP automatically implements the 42 ABW Pyramid Recall Plan upon activation of an AU Pyramid Recall.

1.4.   The 42 ABW/CC or designated representative activates the CAT whenever there is a requirement for rapid, coordinated staff action to respond to an on- or off-base emergency, or as a result of a higher headquarters-directed tasking.

1.4.1.   The CAT Commanders will automatically form all UCCs upon CAT or recall notification.

1.4.2.   The AU UCCs stand up upon the direction of the AU/CC or the respective unit commander. During duty hours these UCCs automatically activate when the 42 ABW forms the CAT.

1.4.3.   Once activated, the UCCs will be fully functional within 30 minutes during normal duty hours and as soon as possible (not to exceed 1 hour) during non-duty hours.

1.5.   Commanders/Commandants may use their organizational pyramid recall plan for internal purposes. All units must use the pyramid recall concept (see Atch 2).

1.6.   The 42 ABW/CP makes contact with individuals specified in the recall plan.

1.7.   Organizations and units refer to the AETC WMP and locally-developed guidance (42 ABW/XP) for a baseline of major checklist items to be accomplished at each Defense Readiness Condition (DEFCON) level. The 42 ABW/XP is the Maxwell/Gunter Annex OPR for DEFCON actions.

1.7.1.   Each organization will expand upon checklist items to cover situations unique to their unit, facilities, and equipment. Organizational checklists are not published in the AETC WMP.

1.7.2.   Each organization will accomplish appropriate checklist items at each DEFCON level.

1.7.3.   The 42 ABW CAT will review major DEFCON actions in the AETC WMP, Vol IV, Annex X, to determine which overall actions to direct, and notify organizations when they must be completed.

1.7.4.   The 42 ABW CAT will also track and report DEFCON action status to AETC.

1.8.   Any reference to an actual or exercise change in DEFCON is being considered, is taking place, or has been accomplished is classified SECRET. Do not pass DEFCON changes and other classified information over non-secure communications.

1.9. Do not request or direct key civilian personnel to report for exercise recalls conducted during other than normal duty hours unless you have unit fund manager approval for overtime pay.

1.10. Key civilian personnel exempted from the overtime provisions of the Fair Labor Standards Act of 1974 (PL 93-259) respond to both actual and exercise recalls. Those not exempted report for duty only during an emergency recall or if specifically told expenditure of overtime funds has been authorized. If not so advised, nonexempt personnel pass the notification according to their unit's recall plan, but do not report for duty until their normally scheduled time.

2. Responsibilities.

2.1. All Maxwell/Gunter Annex organizations including AU (with 42 ABW), Tenants, and Associates:

2.1.1. Develop, publish, and maintain current recall plans and procedures for emergency recall, exercise recall, telephone notification tests, and dissemination of emergency information. Plans must provide for the recall of all military personnel (including Individual Mobilization Augmentees (IMAs)) and emergency essential civilian personnel. Recall plans must be updated every 90 days and when changes occur.

2.1.2. Ensure all assigned and attached personnel are familiar with recall procedures.

2.1.3. Use messages outlined in attachment 2 to develop a unit-specific recall/alert plan.

2.1.4. Ensure individuals notified of a recall pass information as specified in their unit recall plan and report to their assigned duty locations.

2.1.5. Monitor and evaluate the progress and effectiveness of the unit or agency pyramid recall.

2.1.6. Establish callback procedures to ensure they notify or account for each person in the unit.

2.1.7. Submit reports specified in paragraph 4.

2.1.8. Ensure UCCs have specific checklist procedures for notifying appropriate key staff, providing strength reports, implementing changes in Information Conditions (INFOCON) and Force Protection Conditions (FPCON), and conducting unit level recalls.

2.1.9. Provide manpower from the unit human resource pool (nonessentials) as directed by the CAT (tasking flows through the Personnel Control Center (PCC), 42 MSS/DPMX).

2.2. Tenant and Associate units not maintaining a UCC will make arrangements with an existing UCC for the purposes of recalls, attainment reporting, providing strength report data, and passing critical information. See Attachment 10 for more on unit level information flow.

2.3. UCCs report INFOCON attainment status to the 42 CS UCC.

2.3.1. MSD/IT, through the 42 CS, will track INFOCON attainment status.

2.3.2. During periods of ongoing INFOCON attainment and when the 42 CS UCC has been stood down, MSD/IT will continue to track the attainment status of all UCCs.

2.3.3. The 42 CS UCC will report attainment to the 42 ABW/CP as required. See Attachment 10 for more on information flow.

2.4. UCCs report FPCON attainment status directly to the 42 ABW/CP. See Attachment 10 for more on information flow.

2.5. UCCs provide Strength Reports to the Personnel Readiness Unit (PRU) when there is a recall.

2.5.1. The PRU will provide consolidated Base Strength Reports to the CP as required.

2.5.2. See Attachment 10 for more on information flow.

2.6. 42 ABW/CP will:

2.6.1. Maintain recall rosters for all units represented on the 42 ABW, AU, and Associate/Tenant recall rosters/pyramid alert rosters.

2.6.2. Monitor, evaluate, and record the overall effectiveness of telephone notification tests.

2.6.3. Provide emergency action service to all Maxwell/Gunter Annex organizations.

2.6.4. Request 42d Security Forces Squadron (42 SFS) immediately dispatch a patrol to the dormitories to assist in recalling wing personnel.

2.6.5. Notify the 42 ABW/CC and 42 CS/CC of INFOCON declaration, initiate base-wide notifications, and report INFOCON attainment to HQ AETC.

2.7. Base Individual Mobilization Augmentee (AU/CCR). Base IMA administrators develop, publish, and maintain recall procedures for recall of assigned IMAs. AU/CCR will:

2.7.1. Initiate recall procedures after receiving official notification from the CP.

2.7.2. Test recall procedures to develop confidence in the ability to recall reserve personnel.

2.7.3. Report IMA strength figures to the PCC, when applicable.

2.8. The PCC will:

2.8.1. Develop procedures to manage strength figures received from units.

2.8.2. Consolidate and report unit strength data to the CP and CAT as directed.

2.8.3.   Receive request for manpower requirements from the CAT and task units through their respective UCC to provide manpower from their human resource pool.

2.8.4. Ensure mass casualty reports are prepared according to AFI 36-3002, *Casualty Services*.

2.8.5. Train UCC representatives in strength accounting procedures.

3. Types of Recalls and Notification.

3.1. Emergency Recalls.

3.1.1. Directed by higher authority, the AU/CC, the 42 ABW/CC, or a designated representative.

3.1.2. The 42 ABW/CP initiates the pyramid recall plan using message 4, 4A or 5 (attachment 2) as applicable.

3.2. Exercise Recalls.

3.2.1.   Directed by the AU/CC and 42 ABW/CC, or their designated representatives, and higher authorities.

3.2.2. The 42 ABW/CP initiates the pyramid recall plan using message 4, 4A, or 5 (attachment 2) as applicable.

3.2.3. Personnel notified of a recall immediately pass the notification, message 4, 4A or 5 to the person in the block below theirs. Similarly, each unit starts its recall plan.

3.3. FPCON Change Notification.

3.3.1. Higher authority, the AU/CC, the 42 ABW/CC, or a designated representative direct FPCON change notifications.

3.3.2. The 42 ABW/CP initiates the pyramid recall plan using message 3 (Attachment 2) for FPCON change notifications during non-duty hours.

3.3.3. Personnel notified of a FPCON change immediately pass the notification to the person in the block below theirs. Each unit then starts its FPCON checklist.

3.3.4. During duty hours, the 42 ABW/CP passes FPCON changes via the CAT alerting net and Emergency Notification System (ENS) when the CAT is not in session.

3.3.5. Air University Public Affairs office (AU/PA), upon notification by command post of FPCON changes, will post the new FPCON on base marquees and on the base closed circuit television channel (Commander's Access Channel). AU/PA will also minimize all other communication via these mediums until such time as base awareness of the new FPCON has risen to sufficient levels. At that time,

AU/PA will resume normal operations of these systems, including FPCON information along with other, lower priority information typically published via these communication vehicles.

3.4. Telephone Notification Tests/Dissemination of Information.

3.4.1. Telephone notification tests are conducted to detect breaks in calling line continuity and demonstrate overall system viability. The Maxwell/Gunter Annex complex conducts these tests because it uses this system to pass valuable information concerning contingencies, exercises, and other emergencies, using the pyramid notification plan.

3.4.2. The 42 ABW/CP initiates the pyramid recall plan using message 2 (Attachment 2) as applicable during telephone notification tests or for dissemination of information.

3.4.3. Personnel notified of a telephone notification test will note the time of the call and pass the notification. Commanders and Staff Agency Chiefs then activate unit recall plans to conduct the telephone notification tests or to pass the high-value information.

3.5. CAT Recalls.

3.5.1. The 42 ABW/CP recalls the CAT at the direction of higher authority, the 42 ABW/CC, or a designated representative. Any time the CAT is activated the 42 ABW UCCs (including the PCC) automatically activate. All AU UCCs automatically activate during duty hours and by direction during non-duty hours.

3.5.2. The 42 ABW/CP initiates the recall of the CAT.

3.5.3. During duty hours, the 42 ABW/CP activates the CAT using the CAT Alerting Net. After duty hours, the 42 ABW/CP activates the CAT, with message 4 or 5 (attachment 2), using a combination of pages, and both normal and Emergency Notification System telephone calls.

3.6. INFOCON Change Notification.

3.6.1. Higher authority, the AU/CC, the 42 ABW/CC, or a designated representative direct INFOCON change notifications.

3.6.2. The 42 ABW/CP passes INFOCON changes via the CAT alerting net, ENS, and/or the pyramid recall plan using message 3 (Attachment 2).

4. Reporting Procedures. All organizations submit reports as follows:

4.1. Each organization must understand responsibilities associated with *two* separate rosters: The *Pyramid Alert Roster* on which their organization appears, and their individual unit *Recall Roster*.

4.1.1. Pyramid Alert Roster. During emergencies, contingencies, exercises, or telephone notifications, each organization *listed last* on the 42 ABW pyramid alert roster, Associate/Tenant rosters, or AU roster, notifies the 42 ABW/CP (extension 3-7333) when it has been contacted, and reports on any

organizations in their chain they were unsuccessful in contacting. If the last organization listed in each chain has not responded within 30 minutes of recall initiation, the 42 ABW/CP calls the organization and implements the pyramid chain in reverse.

4.1.2. Each organization then initiates its *Recall Roster* and accomplishes actions based on the situation (e.g. Accomplish the appropriate UCC checklist actions for strength reporting to PRU, INFOCON attainment to 42 CS, FPCON attainment to 42 ABW/CP, etc.).

4.2. Personnel Actions. The office of primary responsibility (OPR) for this paragraph is the PCC.

4.2.1. General Instructions. Should an emergency require the recall of base personnel, the CAT directs the activation of the PCC to monitor, collect, and report strength, to direct augmentee assignments, to monitor the manpower pool, and to submit reports.

4.2.2. The PCC is comprised of a member assigned to the Military Personnel Flight (MPF), Personnel Readiness Unit (PRU), and others as determined by the Chief, MPF.

4.2.3. When an attack warning is sounded and personnel are directed to shelters, the PCC relocates to its assigned shelter.

4.2.4. Personnel Recall - Reference Start Time (RST) Actions. Recall all personnel assigned to Maxwell/Gunter Annex including tenants. Do not recall personnel on leave, pass, or temporary duty (TDY) unless directed by the CAT (Students TDY to Maxwell/Gunter Annex schools, including international students, are not recalled unless directed by the AU/CC or their respective Commander/Commandant).

4.2.5. Report On-Base Strength accounting to the PCC, extension 3-7277/5056 or STU-III 3-5477.

4.2.6. All UCCs will submit unit strength reports to the PCC only during recalls or when otherwise directed by the CAT. Unit strength reports must include number of personnel assigned, TDY, on leave or pass, in hospital or quarters, absent without leave (AWOL) or in confinement, and present for duty (PFD). (The number available for duty is calculated by subtracting the number of personnel TDY, on leave or pass, in hospital or quarters, and AWOL or under confinement from the unit's or section's assigned strength). Units or sections also report the number of nonessential personnel (NE). Units report to the UCC no later than Reference Start Time plus 1 hour (RST+1). Each UCC, in turn, consolidates these figures and reports them to the PCC not later than Reference Start Time plus 1 hour and 15 minutes (RST+1:15). The PCC also computes and reports percent available (percent available is calculated by dividing PFD by personnel available for duty). (PFD are those personnel who have physically signed in or who have been accounted for in accordance with paragraph 5.2.8). Each UCC reports these same data items as updated figures as of RST+2 (not later than RST+2:15) and as of RST+3 (not later than RST+3:15). UCCs that do not meet these reporting deadlines are identified to the CAT for further action.

4.2.7. Each unit must establish procedures and instructions in its recall plan to ensure all required strength accountability data is reported not later than the times specified. Reporting is by telephone

(runner, if required). No additional reporting time is allotted if a runner is used instead of the telephone. Hourly reports after RST+3 are not required unless significant personnel status changes of 10 percent or more occur, or as directed by the CAT.

4.2.8. For the purposes of a recall only, the PFD column on attachment 3 includes those shift workers physically on duty or contacted and told to comply with instructions to report to their unit of assignment, go on telephone standby or report for shift work at a later time–for example, Security Forces, hospital workers, CP personnel, etc.

4.2.9. Work Units. UCCs should use the strength in the Military Personnel Data System (MILPDS) to determine their unit assigned strength. Any adjustments to unit assigned strength are accomplished by each unit in coordination with the PCC at the time of the first hour report. If MILPDS is not available, assigned strength (current as of the 25th of each month) can be obtained from the PCC at 3-7277/5056.

4.2.10. The PCC consolidates personnel status reports from UCCs to reflect base-wide strength for RST+1, RST+2, and RST+3 using the format at attachment 3 and relays it to the CAT not later than RST+1:30, RST+2:30, and RST+3:30, or as required, due to significant changes. For RST+1 and all subsequent reports, PCC accounting should include (by UCC and for totals) number of personnel assigned, TDY, on leave or pass, in hospital or quarters, AWOL or in confinement, PFD, percent available, and NE.

4.2.11. The Base IMA administrator (AU/CCR) consolidates IMA personnel status reports with (simulated) IMA arrival times and reports these figures to the PCC for RST+1, RST+2, and RST+3 or as required, due to significant changes.

4.2.12. Off-Base Recall Procedures. When directed by the CAT, units recall all personnel from inside and outside the local area.

4.2.13. For personnel in the local area (a 50-mile radius of Maxwell/Gunter Annex), units prepare a listing to include name, grade, address, and phone number. This listing is submitted to the PCC by RST+3:15. A sample suggested telephone recall statement and listing are in attachment 4.

4.2.14. Units prepare priority precedence messages directing personnel outside the local area to return to home base as soon as possible and safe to do so. Multiple-address messages may be used. Units hand-carry all messages to the PCC as soon as possible after recall, but not later than RST+3:15. The PCC retains all messages and delivers them to the CAT for release. *NOTE:* Units or unit commanders are not authorized to release recall messages.

5. Recall Correspondence. Types and samples of recall correspondence are as follows:

5.1. Sample telephone statement and telephone recall listing (attachment 4).

5.2. Sample message directing recall of personnel from TDY (attachment 5).

5.3. Sample message directing recall of personnel from leave or pass outside the local area (attachment 6).

5.4. Sample listing of nonessential personnel (attachment 7).

5.5. Should a member be recalled from leave because of an actual contingency operation or national emergency, travel and transportation allowance per JFTR, Volume 1, Chapter 7, paragraph U7220 applies.

6.   Casualty Reporting. Casualty reporting is in accordance with AFI 36-3002.   A casualty assistance officer is available or on call through the PCC. Abbreviated Reporting for Multiple casualties includes, as a minimum, all data indicated in attachment 8 and is submitted to the PCC by the 42 MSG CAT representative. Once the casualty message is completed by the casualty officer or NCO, the PCC provides it to the CAT for release.

7. Public Information. Refer all news media queries regarding recalls to the AU Public Affairs Office (3-2014/2015).

                                        FRANCES C. MARTIN
                                        Colonel, USAF
                                        Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-4001, *Disaster Preparedness Planning and Operations*
AFI 36-3002, *Casualty Services*
JFTR Vol. 1, *Joint Federal Travel Regulation*
Public Law 93-259, *Fair Labor Standards Act of 1974*

Abbreviations and Acronyms

ABW	Air Base Wing
AETC	Air Education and Training Command
AFPD	Air Force Policy Directive
AU	Air University
AU/LNO	Air University Liaison Officer
AWOL	Absent Without Leave
CAT	Crisis Action Team
CP	Command Post
CS	Communications Squadron
DEFCON	Defense Condition
EAM	Emergency Action Message
ENS	Emergency Notification System
FPCON	Force Protection Condition
HQ	Headquarters
IMA	Individual Mobilization Augmentee
INFOCON	Information Condition
JCS	Joint Chiefs of Staff
MILPDS	Military Personnel Data System
MPF	Military Personnel Flight
MSG	Mission Support Group
MSS	Mission Support Squadron
OPR	Office of Primary Responsibility
PCC	Personnel Control Center
PFD	Present For Duty
READY	Resource Augmentation Duty
RST	Reference Start Time
TDY	Temporary Duty
UCC	Unit Control Center
USAF	United States Air Force
WMP	War and Mobilization Plan

Terms

42 ABW/CP—The 42 Air Base Wing Command Post supporting the Maxwell/Gunter Annex Commanders. The sole organization on Maxwell AFB/Gunter Annex to communicate higher headquarters (JCS, USAF, or AETC) directions to operational organizations in support of the installation. The central point of receipt and dissemination of emergency action messages and other information of interest to Maxwell. The CP operates continuously 24 hours a day, 7 days a week.

Air University Liaison Officer (AU/LNO)--The AU/CC and AU schools representative, from the HQ AU Plans Directorate, to the 42 ABW Crisis Action Team. The HQ AU POC for command and control issues.

Air Education and Training Command War and Mobilization Plan (WMP)--This plan outlines wartime mission, policies, and operating procedures for AU and 42 ABW units at various stages of conflict.

Attainment--For the purposes of a change in Force Protection Condition on Maxwell/Gunter Annex, (1) All 42 ABW units have completed the applicable FPCON checklist actions, and (2) The Command Post has notified all AU, Tenant, and Associate Commanders of the required FPCON change.

Contingency--A significant event of urgent concern resulting from change or uncertain, extraordinary, or emergency conditions.

Crisis Action Team (CAT)--A special element composed of key 42 ABW staff, AU, and selected tenant representatives convened to coordinate staff actions during emergencies, contingencies, or exercises.

CAT Cell--The area where the CAT assembles during emergencies, contingencies, or related exercises.

Defense Conditions (DEFCON)--A uniform system of progressive alert postures established by the Chairman, Joint Chiefs of Staff (CJCS) to match situations of varying military severity.

Emergency Action Messages (EAM)--Classified messages in which Headquarters United States Air Force (HQ USAF) or Air Education and Training Command (AETC) provide information or direct actions to be performed.

Force Protection Condition (FPCON)--The security posture that represents the state of DOD forces preparedness.

INFOCON--A comprehensive defense posture and response based on the status of information systems, military operations, and intelligence assessments, designed to defend against computer network

attacks, and to mitigate sustained damage to the DOD information infrastructure, including computer and telecommunications networks and systems.

Key Civilian Personnel--Civilian personnel determined by a commander to be necessary to coordinate actions during emergencies, contingencies, or exercises.

Personnel Control Center (PCC)--The military personnel flight (MPF) workcenter that serves as the base focal point for strength accounting, reporting, and manpower pool.

Pyramid Recall Plan--A plan in which each person called is responsible for notifying others, thus ensuring the recall is passed to the maximum number of people in minimum time.

Recall--Activation of a unit's recall plan directing personnel to report for duty.

Reference Start Time--The hour at which a local wing recall commences.

Telephone Notification Test--A telephone test of a unit's recall plan. Personnel are not required to report to duty.

Unit Commanders Support Staff--The office at unit level responsible for receiving, coordinating, and maintaining unit strength figures, and reporting these figures to the PCC. Contacts the PCC to report activation.

Unit Control Center (UCC)--The office at unit level that passes unit requests to the CAT, initiates unit response to direction from the CAT, and accomplishes appropriate unit checklist actions. Contacts the CAT to report activation.

Attachment 2

PYRAMID ALERT PLAN INSTRUCTIONS

A.2.1. Commanders must:

A.2.1.1. Develop an organizational recall roster. Figure A2.1 contains minimum required information for unit level alert plans/recall rosters.

A.2.1.1.1. Use this format in order to standardize Maxwell/Gunter Annex recall rosters.

A.2.1.1.2. Modify the message (back) side of the organization's internal roster to reflect local unit procedures, if required.

A.2.1.2. Ensure their Unit Control Center receives immediate recall status and recall completion information, and that the UCC consolidates and reports as required.

A.2.1.3. Distribute monthly or whenever changes occur (whichever comes first), a current and accurate organizational recall roster to the Maxwell AFB Command Post and to all affected unit personnel.

A.2.2. Unit mission essential personnel must:

A.2.2.1. Keep the most current copy of both the wing pyramid and organization recall rosters at a readily available location (on and off-duty).

A.2.2.2. Ensure immediate response to all recalls and alerts, to minimize duplication of effort by the Command Post.

Figure A2.1. Minimum Required Information For Unit Level Alert Plans/Recall Rosters

For This Type of Recall	TAKE THESE ACTIONS
All Types	1. Start a call down-line by calling the organization directly below yours. If no answer, call the next person in chain. 2. Continue attempts to contact missed/unavailable personnel. 3. Do not delay (shower, shave, eat, etc.) before reporting to work. 4. Reporting Uniform: BDU or FLIGHT SUITS *only*. 5. Notify the Maxwell Command Post of block(s) not contacted. 6. Organizations last in a calling line, immediately notify the Maxwell Command Post of calling line completion.
Message 1 **(Information)** **To pass operational or base information when speed of dissemination is important**	1. Individuals making "down-line" notifications will pass this message verbatim: *"This is _____ with wing pyramid alert message 1. Copy the following information: _____. Acknowledge receipt and pass it on."* 2. Do **NOT** report to duty. The **CAT** is **NOT** convened.
Message 2 **(Notification)** **To exercise the Pyramid Alert System**	1. Individuals making "down-line" notifications will pass this message verbatim: *"This is _____ with wing pyramid alert message 2. Activation time is _____. Acknowledge receipt and pass it on."* 2. Do **NOT** report to duty. The **CAT** is **NOT** convened. 3. Squadrons/staff agencies will complete internal recall procedures and report the number of individuals **not** contacted to command post ASAP.
Message 3/3A **(FPCON/INFOCON Change)** **Pass change in conditions during non-duty hours**	1. Individuals making "down-line" notifications will pass this message verbatim: *"This is _____ with pyramid alert message (*3 or **3A). The _____ (declaring authority) has directed implementation of (force protection)/(information) condition _____ as of _____(time). Acknowledge receipt and pass it on."* 2. Agencies report attainment to your UCC after completion of all actions. UCC's report FPCON attainment to Maxwell Command Post (3-7333) or INFOCON attainment to the 42 CS/UCC (3-7014/7091) (*3: "The CAT IS convened; CAT members report to duty" ---- **3a: "The CAT IS NOT convened but commanders must stand up UCCs
Message 4/4a **(WING RECALL)** **Call wing personnel to duty**	1. Individuals making "down-line" notifications will pass this message verbatim: *"This is _____ wing pyramid alert message (*4 or **4a). Recall time is _____ . Acknowledge receipt and pass it on."* 2. All personnel report to designated reporting area and sign in. Report names of individuals not notified to agency representative for reporting to UCC. Continue to attempt notification. First to arrive at duty station, contact UCC for strength reporting instructions. (*4: *"CAT members report to CAT"* ---- **4A: *"Cat members report to duty section"*)
Message 5 **(Deployment Recall)** **Call wing personnel to duty when DEPLOYMENT IS being executed. CAT members report to the CAT immediately.** **If on mobility, bring mobility bags**	1. Individuals making "down-line" notifications will pass this message verbatim: *"This is _____ with wing pyramid alert message 5. Reference time is _____. Acknowledge receipt and pass it on."* 2. Each person will report to their designated reporting area and sign in. You will also report the names of individuals not notified to your agency representative for inclusion in recall stats. continue to attempt notification. First to arrive at duty station, contact UCC for strength reporting instructions. Personnel on mobility status, bring mobility bags.

Attachment 3

RECALL STRENGTH WORKSHEET   RST+_____

	ASSIGNED	TDY	LEAVE	HOSP/Q TRS	AWOL/ CONF	PFD	NON-ESS	TIME	UCC POC
ABW									
OSF									
CONS/ LRF									
MDG									
MSG									
CS									
MSS									
SFS									

(**Continued on next page**)

	ASSIGNED	TDY	LEAVE	HOSP/ QTRS	AWOL/ CONF	PFD	NON- ESS	TIME	UCC POC
HQ AU									
AWC STAFF									
AWC STUDENTS									
AFOATS STAFF									
AFOATS STUDENTS									
ACSC STAFF									
ACSC STUDENTS									
CPD STAFF									
CPD STUDENTS									
CAP-USAF STAFF									
SOC STAFF									
SOC STUDENTS									
CAP-USAF STAFF									
CADRE STAFF									
CADRE STUDENTS									
AFIADL									
CEPME STAFF									
CEPME STUDENTS									
CCAF									

Attachment 4

SAMPLE TELEPHONE STATEMENT

"SERGEANT JONES, THIS IS (GRADE, NAME, OFFICE SYMBOL OR UNIT). YOU ARE INSTRUCTED TO IMMEDIATELY RETURN TO YOUR PLACE OF DUTY. A MILITARY EMERGENCY EXISTS THAT REQUIRES TERMINATION OF YOUR LEAVE. RETURN BY THE MOST EXPEDITIOUS MEANS AVAILABLE. DETAILS OF THE NATURE OF THE EMERGENCY CANNOT BE DISCUSSED ON THE TELEPHONE." AFTER CALLS ARE MADE TO ALL PERSONNEL ON LEAVE, PASS, OR TDY IN THE LOCAL AREA, PREPARE A LISTING IN THE FOLLOWING FORMAT:

NOTE: THIS IS A SAMPLE FORMAT FOR TELEPHONE RECALL LISTING.

FROM: UNIT (UCC)

TO: PCC

SUBJECT: PERSONNEL ON LEAVE, PASS, OR TDY IN THE LOCAL AREA

THE FOLLOWING PERSONNEL ARE ON LEAVE, PASS, OR TDY IN THE LOCAL AREA. ALL PERSONNEL HAVE BEEN CONTACTED AND DIRECTED TO RETURN TO PLACE OF DUTY:

GRADE/NAME   TELEPHONE NUMBERS   ADDRESS

Attachment 5

SAMPLE RECALL OF PERSONNEL FROM TDY MESSAGE

UNCLAS

EXERCISE/EXERCISE/EXERCISE - DO NOT TRANSMIT

SUBJECT: RECALL OF SSGT JOHN J. DOE, 123-45-6789

SSGT DOE, CLASS 88-123, COURSE 4AZR70110 TYPEWRITER OPERATOR, C-3, IS

INSTRUCTED TO RETURN IMMEDIATELY TO MAXWELL AFB BY THE MOST EXPEDITIOUS MEANS AND REPORT TO HIS PLACE OF DUTY. A MILITARY EMERGENCY EXISTS THAT REQUIRES HIS PRESENCE. DELIVER THIS MESSAGE IMMEDIATELY UPON RECEIPT WITHOUT REGARDS TO DUTY HOURS, HOLIDAYS, OR ANY OTHER LIMITING CONDITIONS.

EXERCISE/EXERCISE/EXERCISE-DO NOT TRANSMIT

UNCLAS

Attachment 6

**SAMPLE MESSAGE FOR RECALL FROM LEAVE OR PASS
OUTSIDE THE LOCAL AREA**

UNCLAS

EXERCISE/EXERCISE/EXERCISE-DO NOT TRANSMIT

SUBJECT: RECALL OF SSGT JOHN L. SMITH 123-45-6789

SSGT SMITH, YOU ARE INSTRUCTED TO RETURN TO YOUR PLACE OF DUTY
IMMEDIATELY. A MILITARY EMERGENCY EXISTS THAT REQUIRES TERMINATION OF
YOUR LEAVE. RETURN IMMEDIATELY TO YOUR DUTY SECTION BY THE MOST
EXPEDITIOUS MEANS AVAILABLE.

SIGNED

JANE DOE, LT COL, USAF
HQ SQ COMMANDER

EXERCISE/EXERCISE/EXERCISE-DO NOT TRANSMIT

UNCLAS

Attachment 7

SAMPLE LISTING OF NONESSENTIAL PERSONNEL

FROM: UNIT (UCC)

SUBJECT: NONESSENTIAL (NE) PERSONNEL

TO: PCC

THE FOLLOWING PERSONNEL ARE DECLARED NONESSENTIAL AND MAY BE USED BY THE CRISIS ACTION TEAM:

CAFSC   GRADE
NUMBER

SIGNATURE ELEMENT

NOTE: A LISTING OR ROSTER MAY BE SUBSTITUTED FOR THIS LETTER

Attachment 8

SAMPLE OF ABBREVIATED REPORTING FOR MULTIPLE CASUALTIES

A.9.1. The following data or information must be provided to the PCC as soon as possible following an event causing multiple casualties for up channel reporting:

A9.1.1. Type of disaster or hostile action.

A9.1.2. Place where disaster or hostile action occurred.

A9.1.3. Date and time of occurrence.

A9.1.4. Total casualties.

A9.1.5. Total deceased.

A9.1.6. Total killed in action.

A9.1.7. Total missing in action.

A9.1.8. Total missing.

A9.1.9. Total wounded in action.

A9.1.10. Total very seriously ill.

A9.1.11. Total seriously ill.

A9.1.12. Total incapacitated, illness, or injury

A9.2. (After receiving official notification from HQ AETC/CCR and when directed by the AU/CC of a designated representative) the AU Reserve Affairs Office (AU/DPB) initiates recall of assigned IMAs by calling four points of contact (POC)-the 42 ABW IMA Administrator (BIMMA) (the MPF Personnel Readiness Unit is the alternate POC for the BIMAA), AFIT, Air Force Business.

Attachment 9

IMA STRENGTH ACCOUNTING FORMAT

	ASSIGNED	TDY	LEAVE	HOSP/ QTRS	AWOL/ CONF	PFD	NON- ESS	TIME	UCC POC
HQ/AU									
AWC									
AFOATS									
ACSC									
CPD									
CAP-USAF									
SOC									
AFIADL									
CADRE									
CEPME									
CCAF									
SFS									

Attachment 10

REPORTING FLOW